

# Job Announcement

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<b>Opening Date:</b>	February 16, 2012	<b>Closing Date:</b>	March 1, 2012
<b>Job Title:</b>	Administrative Assistant IV	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	050670	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Maryland State Law Library Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J09 \$34,445 - \$40,948 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Performs a variety of highly complex, confidential, clerical, and administrative duties intended to assist the Director and Deputy Director in the administration of the Library. Provides back-up support in delivering mail, assisting Library patrons, processing invoices and preparing requisitions and purchase orders, which are filed electronically. Makes bank deposits as requested by Fiscal Services Coordinator. Compiles time sheets and submits to payroll. Serves as HR Liaison and attends meetings as needed. Supervises the work of a part-time Library Aide. Maintains and orders office supplies. Coordinates routine equipment maintenance. Issues and tracks distribution of Library keys to staff. Assists with projects by providing clerical support. Coordinates the Library's participation in the Anne Arundel County Retired Senior Volunteer Program. Performs other duties as assigned by Director and Deputy Director of the Library.

**Education:** High school diploma or GED.

**Experience:** Four years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

- Note:**
- 1) Applicants may substitute an Associate Degree from an accredited college for two years of the required experience.
  - 2) Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

**Skills/Abilities:** Knowledge of modern office practices and procedures. Knowledge of business English, including proper grammar, spelling and punctuation. Ability to understand and implement departmental rules, regulations and procedures. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to work with significant time constraints and deadlines. Ability to adapt to change in work priorities. Ability to understand and carry out complex oral and written instructions. Ability to use standard office, business and library equipment including personal computers, microform readers, word processing, spreadsheets, e-mail and database software. Ability to maintain confidentiality and discretion in disseminating information to various parties. Ability to communicate effectively in person, in writing, and via telephone. Ability to perform basic arithmetical calculations and computations accurately. Ability to accurately prepare and process a variety of reports, records and documents. Ability to complete testing to assess the knowledge and skill level in the following areas: Business Correspondence and Microsoft Excel. Ability to sit and stand for extended periods of time. Ability to bend and lift up to 25 lbs. using proper lifting techniques. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. Resume and cover letter accepted only as an attachment. Materials must be received in the Human Resources office at the address or email address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.